

MAIN HRS

DCDS Reports

Timekeeper Reports - E **HR-310 - Activity Usage**

Purpose:	The Activity Usage report displays Activity usage for a department, agency, TKU and pay period end date by person. The minimum data required to be entered is department, agency and TKU.
Frequency:	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, TKU, Employee Name
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The Activity Usage screen is accessed through the <u>R</u>eports, <u>T</u>imekeeper, <u>E</u> - Activity Usage items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Activity■ Pay Period Total (PP Total)■ Hours for each day of the week■ Weekly Total

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Information: *(Continued)*

- Coding Block Reported
- Date
- Location
- Sub Location
- Recipient
- Work Request Number
- Equipment Number
- Commodity ID
- Quantity
- Comments
- Pay Period Total (PP Total)
- Weekly Total
- Summary Total (Sum Total)
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. Total hours are provided for each employee for the pay period.

D. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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The screenshot shows a software window titled "DCDS" with a menu bar containing "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". Below the menu bar is a sub-window titled "Report Request". Inside this sub-window is a section titled "Activity Usage". The "Activity Usage" section contains five input fields, each with a dropdown arrow: "Department" with value "59", "Agency" with value "01", "TKU" with value "100", "PP End Date" with value "10/5/96", and "SSN" with value "590010013". At the bottom right of the "Report Request" sub-window are two buttons: "OK" and "Close". The status bar at the bottom of the main window displays "Ready".

Report Request Screen

To display the Report Request screen for the Activity Usage report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on E - Activity Usage menu item. The Report Request screen allows users to enter the appropriate criteria to request the Activity Usage Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-310 - Timekeeper Activity Usage

HR - 310

MAIN HUMAN RESOURCE SYSTEM
ACTIVITY USAGE REPORT

RUN DATE: 10/09/1997 07:32:32
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DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

PAY PERIOD END DATE: 09/06/1997

AGENCY: 01 CENTRAL OFFICE

PAY PERIOD NO: 19

TKU: 601 CLIO PROJECT OFFICE

NAME: CHARLEY, BARTON E

SSN: 590-10-1910

APPOINTMENT DATE: 01/19/1981

ACTIVITY

<u>PP TOTAL</u>	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>	<u>WEEKLY TOTAL</u>	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>	<u>WEEKLY TOTAL</u>
<u>AY</u>	<u>INDEX</u>	<u>PCA</u>		<u>GRANT</u>	<u>PH</u>	<u>AG1</u>	<u>PROJECT</u>	<u>PH</u>	<u>AG2</u>	<u>AG3</u>	<u>MULTIPURPOSE</u>					
SALT	Salt Dispersal															
12.00		8.00	4.00					12.00								0.00

<u>DATE</u>	<u>LOCATION</u>	<u>SUB LOCATION</u>	<u>RECIPIENT</u>	<u>WORK REQUEST</u>	<u>EQUIPMENT NUMBER</u>	<u>COMMODITY ID</u>	<u>QUANTITY</u>
<u>COMMENTS</u>				<u>NUMBER</u>			
MON	08/25/1997	5263	02	8999	10923	SPRING	

	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>S</u>	<u>WEEKLY TOTAL</u>
PP TOTAL:	0.00	8.00	4.00	0.00	0.00	0.00	0.00	12.00
SUM TOT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SIGNATURE

SUBMITTED BY: T_DEPT99

DATE SUBMITTED: 10/08/1997

APPROVED BY:

DATE APPROVED:

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